

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes 9 - 13 December 1985

FROM:**EXTENSION****NO.****DATE**

C/OC/AMD

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

23 DEC 1985

30 DEC 1985

[Signature]

2.

DD/CO

20 DEC 1985

23 DEC 1985

[Signature]

3.

C/OPS

23 DEC 1985

23 DEC 1985

[Signature]

4.

OC/EXA

23 DEC 1985

23 DEC 1985

[Signature]

5.

OC/OL/ISC

Archiving

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88-13703-85
67-11-185

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]

Chief, Administrative Management Division, OC

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1. During the week, OC Electronic Technician strength increased by one technician. We experienced no gains in Panel D personnel during the week. Since there were no losses due to retirements or resignations, and no new requirements were identified during the period, the Panel remains at 24 personnel understrength.

2. The Recruitment & Evaluation Section (RES) received the 500 coffee cups ordered through the Non-Commissioned Officers Association on 9 December. The cups are red and white with the Office of Communications (OC) Logo imprinted on one side. Each applicant attending the presentation and testing session at the Ramada Inn at Tysons Corner, beginning in January 1986, will receive a free souvenir cup.

25X1 3. The Massachusetts recruiting Blitz was conducted during the week of 9 December in Worcester and Waltham. The team consisted of AMD representatives and were also accompanied by personnel from Security and Office of Medical Services. The first stop was Worcester, MA. where 11 of 16 expected applicants attended the presentation. Upon completion of testing, one of three Telecommunications Specialist and three of seven Electronic Technicians passed initial qualifying test. After each had interviewed with the Security officer and [REDACTED] it was determined that three of the four would probably make it through the system. End result will be one Electronic Technician placed in the Fast Track system and one through the normal system. One Telecommunications Specialist will be placed in Fast Track.

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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4. The second stop was Waltham, MA. where 20 applicants were expected but only 16 attended. At the end of the presentation, 13 remained for testing with an end result of two meeting the Telecommunications and three meeting the Electronic Technician standards. After each had spoken to OS and OMS, it was determined that four of the five will be placed in processing. The end result will be one Telecommunications Specialist placed in processing for Fast Track and a second placed in processing under the normal track. Both Electronic Technicians will be placed in processing under the normal track.

25X1 5. Those placed in Fast Track will be put under contract and sent to [redacted] while the background investigation is being conducted and will later be invited to Washington for the Polygraph and Medical. Those placed in the normal system have minor medical or security problems that could be cleared up within three to four months and likely result with their entrance at the end of that period.

6. Two Electronic Schools were visited in the Boston area on 11 December 1985 to speak with the Placement Officers and to show our interest in possible recruitment of their students. We were well received and plans are to return in the near future to interview and test prospective applicants.

7. One Panel N employee entered on duty 9 December 1985.

8. Upon completion of a review of personal resumes in response to ads run in five selected cities in Florida, a total of 75 PHS have been prepared for mailing. Numerous hotel arrangements must be made in preparation for this five-city, one-week, blitz beginning on 27 January 1986.

9. Arrangements are now being made for the week recruiting blitz in Connecticut and Rhode Island, beginning 13 January 1986. A total of 21 potential applicants have, thus far, been selected from responses to our Communications ad run in these two states.

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10. Attendance at the Holiday Inn in Rosslyn, VA. on 9 December 1985 was very dissappointing. A total of 28 applicants were scheduled for testing and interviews but only nine attended. Final results are as follows:

	Passed	Failed	Placed in processing
TCS	4	1	3
ET	2	2	2

11. One Telecommunications Specialist will be rejected for reasons of unsuitability when his PHS is received. However, he is not one of the three placed in processing as shown above.

12. From a total of 28 that were scheduled, 17 had attended a recent Job Fair in Springfield, VA. and were invited to the Holiday Inn in Rosslyn on 9 December 1985 for interviews and testing. All were eager to pursue a career with the Agency. As it turned out, only three from this group attended and two failed to achieve passing grades.

13. While in Albuquerque, Chief, Recruitment Evaluation Section visited the Southwestern Indian Polytechnic Institute (SIPI). This Institute provides occupational education opportunities for 105 Indian tribes throughout the nation. A walk-through of the electronic and secretarial training areas was provided by school administration personnel. An impromptu briefing of the secretarial/clerical graduating students was given by Chief, RES who found these students to be very interested in employment with the Agency. Of the approximately 500 students attending the Institute, 48 are enrolled in electronics courses. Four graduating electronic students attended the OC presentation at the Hilton Inn, however, none of them passed the technical testing.

14. The 1986 Upward Mobility Program (UPMO) will begin in January 1986 and the various Agency Directorates will hold their "Career Days" during that month. Thus far, Administrative Management Division has been contacted by two OC employees interested in applying for the UPMO. Interested applicants must meet certain eligibility requirements and may contact OC-AMD/PAG/PAB/RES on for further information or instructions.

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17. [] OC Safety Officer conducted a Safety and Health Survey at []. They survey was based on a complaint from an OC collateral safety officer. Several items which would create a safe environment were missing, e.g., fire extinguishers, improper fire exit, very little emergency lights, and other minor inconsistencies. A memo requesting immediate action has been sent to Office of Logistics and Office of Information Technology.

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18. [] AMD Security Offficer, made a cursory inspection of the facilities at []. While there, he briefed several contractors assigned to the MERCURY Project on SCI programs, and three of the contractors were given special code of conduct briefings regarding information which surfaced during the security processing for their clearances.

19. Office of Training's proposed plan has been received for field management training. There are some problems with it and a second meeting with OTE representatives is being scheduled for further discussion.

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20. OC has obtained 51 "additional" slots in the 1986 runnings of the three basic supervision courses: "Leadership Styles and Behavior," "Supervisory Counseling," and Management Development." Instead of approximately 20 slots in these courses, we will have about 70 in 1986.

25X1 21. A total of 240 copies of Morse code tapes were produced and delivered to [redacted], Basic Operations Instructor/Communications School. The tapes will be delivered to 25X1 [redacted] along with 14 copies of the answer key. 25X1 The tapes were duplicated by [redacted] a student from 25X1 [redacted] class, who has been on loan to the Educational Support Staff (ESS) on several occasions.

22. A MERCURY Project briefing was provided to the Communications School Group's (CSG) staff on 11 December by two of the MERCURY Project Officers. The briefing was comprehensive and cleared up some of the training requirements' grey areas. The question of personnel positions for the MERCURY training was addressed but not resolved. Unless the present training requirements in support of Special Purpose Automated System (SPARS), Project PURGE, Time Division Multiple Access (TDMA), and the normal resident course load decline, the CSG Operations instructor positions will require an increase to support the massive training requirements projected in the MERCURY Project.

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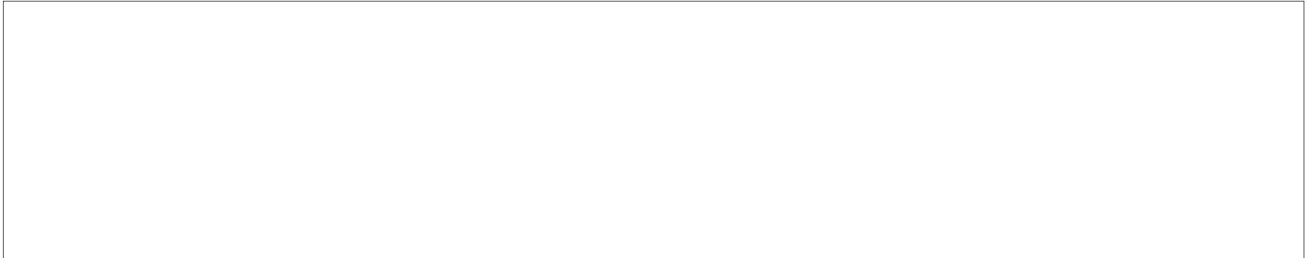
25X1 24. The Base Station Training Proposal was provided to 25X1 [redacted] for review. Further action on the proposal is awaiting response from [redacted] for discussions/revisions of the proposal prior to forwarding for Station approval of the plan.

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26. Fourteen Advanced Operations Training Department (AOTD) instructors were providing overseas on-site training during the week. One new instructor, [redacted] arrived PCS and is assigned to the AOTD PRS-6 training section.

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27. In support of the CRAFT program, [redacted] is in the final week of Wang hardware training [redacted]

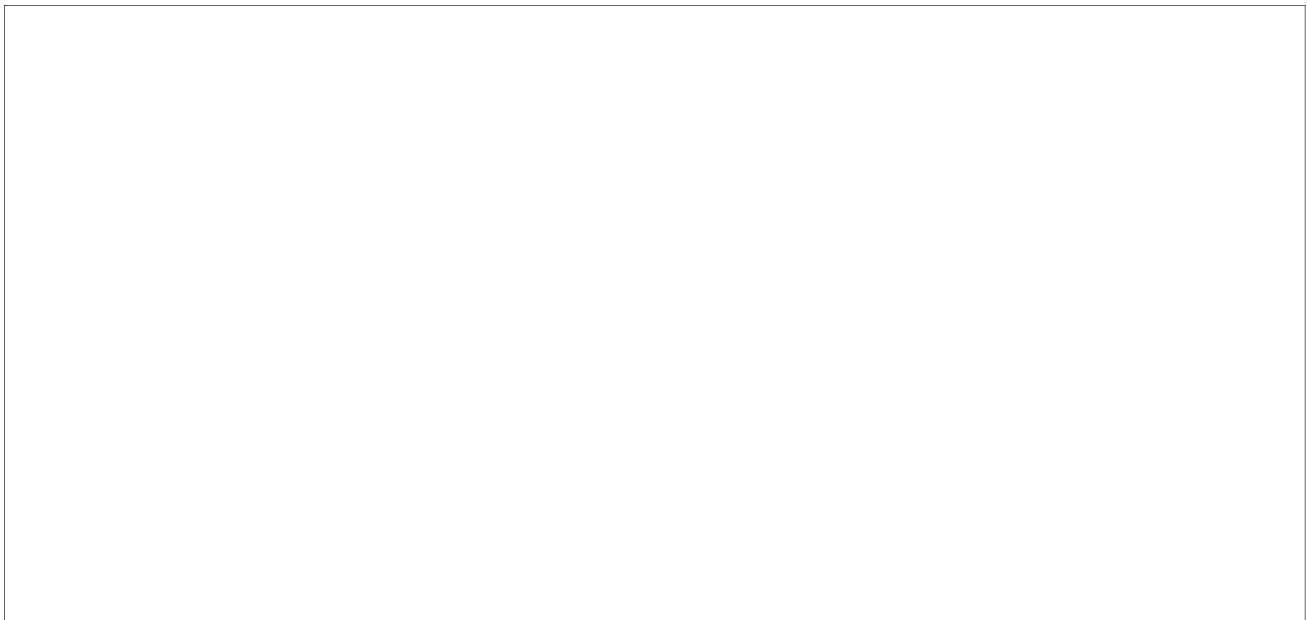
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28. [redacted] remains TDY [redacted] for Special Purpose Automated Relay System (SPARS) installations. He will depart for CONUS 22 December.

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29. [redacted] are attending Chirp Sounder training at Norfolk, Va. 9-13 December 1985.

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